

**DUTY STATEMENT****PROPOSED FOR RPA 12028-OSP 16/17 FY**

GS 907T (REV. 03/05)

**SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY****INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA-

**12028 - OSP**

EFFECTIVE DATE:

<b>DGS OFFICE OR CLIENT AGENCY</b> Office of State Publishing	<b>POSITION NUMBER (Agency - Unit - Class - Serial)</b> 331-702-7258-XXX
<b>UNIT NAME AND CITY LOCATED</b> Digital Print and Mail Services- Nights - Sacramento	<b>CLASS TITLE</b> Digital Composition Specialist III
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday 10:25 p.m. to 6:30 a.m.	<b>SPECIFIC LOCATION ASSIGNED TO</b> 1050 Richards Blvd., Sacramento, CA 95811
<b>PROPOSED INCUMBENT (if known)</b>	<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 331-402-7402-005

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

**BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

In the Office of State Publishing under the direction of an Associate Printing Plant Superintendent (APPS) the Digital Composition Specialist III (DCS III) will routinely perform the most complex work utilizing high-end software applications and a variety of equipment.

<b>% of time performing duties</b>	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
20%	<p>The Department of General Services' (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.</p> <p>The performance of these duties will be accomplished in accordance with the guidelines of the Department of General Services (DGS), the Office of State Publishing (OSP) policies and procedures and published directives within the Government Code.</p> <p>The DCS III will have the greatest responsibility for using their advanced journey level knowledge of planning and preparing electronic files, and will be the primary troubleshooter to identify production problems.</p> <p><b>SPECIAL REQUIREMENT</b>  <u>Medical Evaluation</u>  This position requires Medical Evaluation clearance.</p> <p><u>Background Evaluation</u>  This position requires Background Investigation clearance.</p> <p><b>ESSENTIAL FUNCTIONS</b>  In order to preflight job files by analyzing all aspects of a job for potential problems/reasons why a job may fail in the production process following OSP guidelines and procedures the incumbent will:</p> <ul style="list-style-type: none"> <li>• Alleviate any potential problems that may have been found that might interfere with the production schedule by contacting the customer.</li> <li>• Review and analyzes difficult Preflight's from DCS II.</li> </ul>

**SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE****SUPERVISOR'S NAME (Print)**

Fernando Toletino

**SUPERVISOR'S SIGNATURE****DATE****EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A****COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

**EMPLOYEE'S NAME (Print)****EMPLOYEE'S SIGNATURE****DATE**

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20%	<p>Prepare, read, interpret and apply job specifications from job estimates, Std. 67, job tickets, preflight and job progress reports, imposition diagrams, e-mail and press requirements for the most complex work (full-color work with varnishes and special trapping requirements) from copy, files retrieved from the Internet or digital media; utilizing a variety of typesetting, page layout, graphic, image manipulation and scanning software operating on multiple computer platforms, in order to prepare and /or create digital files for all types of printed and digital media publications following OSP procedures. The incumbent will make all color corrections and/or conversions necessary for high-end/quality color publications.</p>
15%	<p>In order to prepare and output color or black and white laser proofs of digital files and/or re-purpose digital files for remote viewing/proofing by the client to verify compliance with OSP job specifications, state guidelines and customer requests:</p> <ul style="list-style-type: none"> <li>• Prepare and verify press contracts and proofs to ensure compliance with OSP job specifications, state guidelines and customer requests.</li> </ul>
15%	<p>The incumbent using their experience and judgment will be required to perform these multiple tasks in order to provide coverage for the numerous duties associate with this level:</p> <ul style="list-style-type: none"> <li>• When required, assist as a copy holder or proofreader to ensure quality control and error-free publications. Understand and apply proofreading marks accurately in order to make correction to jobs within a minimum number of proofreading cycles.</li> <li>• Maintain hardware when necessary, including, but not limited to, maintaining color profiling of rips, monitors and printer platesetters to provide consistently exposed quality plates at all times.</li> <li>• Create web pages/files in portable document files (PDF), hypertext markup language (HTML) or extensible markup language (XML), ePublications, ADA compliancy regulations and Variable Data according to customer specifications, from software applications that support the automated conversion of electronic files into web pages to further utilize previous OSP production efforts.</li> <li>• Perform the more complex programming of files to aid the user in completing required forms for submission to client agencies and/or other governmental entities. This includes cross-linking of PDF's in the table of contents, index pages and text pages.</li> <li>• Navigate the internet and intranet using a web browser and understand the process of downloading and uploading files to retrieve or send files to/from a client's Web or FTP site for further use.</li> <li>• Continue to update OSP press and bindery specifications and lithographic principles for improvement of production techniques with computer technology enhancements applying essential skills and processing advancements as they pertain to the printing industry.</li> <li>• Record accurate job information, materials usage and timekeeping following the OSP established practice, providing accurate records for billing purposes, change orders, production tracking and reporting purposes using computer applications such as Acrobat, Logic, Storeroom Inventor system (SRIS), Outlook and STAR.</li> <li>• Research new technology/hardware/software on the Web and elsewhere, prepare reports, write feasibility study reports, workgroup computing justification forms, as required, making recommendations for purchase and acquisition of new or upgrade to existing equipment.</li> <li>• Train staff, individually or in groups, the various aspects of electronic file preparation, workflow and Legislative processes keeping staff informed and up-to-date with the latest changes and/or information ensuring that all staff process jobs in a similar manner.</li> <li>• Act as lead operator reviewing, tracking, giving staff production direction and scheduling workloads for appropriate staff and equipment to ensure that customer needs and deadlines are met.</li> <li>• Set-up, configure and administer Electronic prepress servers and perform system maintenance when required maintaining the servers in good working order and enabling staff to concentrate on publication production.</li> <li>• Interface with information technology staff and manufacturer/supplier technical support to diagnose and resolve output problems and resolve software/hardware issues associated with files/equipment.</li> <li>• When required, assist as backup Platemaker.</li> </ul>

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10%	Consult with customers, management, production staff, planners and Customer Service Representatives, vendors via e-mail, meetings, telephone, manual logs, state forms and documents required in the course of business, as well as in person, to clarify job ticket/specifications, design/layout issues and deadlines for production of a defined final product in accordance with customer specifications and OSP policy and procedures. Resolve any questions before beginning the job and during production with OSP staff as needed.
10%	<p>Postflight and archive job files after printing and bindery are complete in order to retrieve the job files later for reprinting with or without changes following OSP procedures:</p> <ul style="list-style-type: none"> <li>• Post-flight is the process of ensuring that all files are complete and together before archiving and deleting from online server storage and to provide for retrieval and revisions at a later time.</li> </ul>
10%	<p><b>MARGINAL FUNCTIONS</b></p> <p>Perform in the capacity of Lead, project manager/customer liaison, effectively coordinating the management of time-sensitive publications in order to ensure that critical deadlines and all aspects of producing the job are adhered to according to OSP policy.</p>
	<p><b>KNOWLEDGE, SKILLS AND ABILITIES</b></p> <p><b>Knowledge of:</b></p> <p>Proper punctuation, spelling, and grammar; basic printing typography including fonts, point sizes, and spacing; page layout software; computer operating systems; basic printing and publishing terminology; proper equipment maintenance; page design, basic mathematical computations; basic principles, capabilities, and operation of computer systems; inks, paper, and other material used in publication manufacturing processes; preparation of materials to be used in publishing. Knowledge of methods, equipment, and materials used in form design and layout techniques, composition, offset printing, and electronic publishing; color theory, color separation and imposition; computer networks. Knowledge of color separations for 4-color process printing; basic computer programming techniques; basic relational databases.</p> <p><b>Ability to:</b></p> <p>Communicate effectively; learn and apply office policies, rules, regulations, and procedures; follow oral and written directions; use specialized software applications in the composition of various publications; convert and transmit electronic files; respond to multiple work priorities. Ability to independently plan, typeset, and prepare copy for publication; prepare files for imaging; identify software/hardware problems associated with the creation and production of text and graphics; interpret job specifications; select and apply page imposition; maintain output devices and may calibrate if necessary; create files suitable for electronic publishing; create digital proofs for client approval; train other staff on software application and development of forms and publications; consult with customers on proper file preparation for the publication process; analyze critical and problematic situations and make recommendations for appropriate action. Ability to discern key issues from complex production problems and develop or negotiate effective solutions; identify system/equipment incompatibilities; instruct customers in all the technical aspects of file preparation; perform complex electronic file conversions; perform basic programming.</p> <p><b>SPECIAL PERSONAL CHARACTERISTICS</b></p> <ul style="list-style-type: none"> <li>• Willingness to work at night and overtime.</li> <li>• Color vision sufficient to perform the essential functions of the job.</li> <li>• Work as a member of a team.</li> <li>• Work cooperatively and interact courteously with all levels of staff, customers, vendors and other parties.</li> </ul>

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	<p><b>DESIRABLE QUALIFICATIONS</b></p> <p><b>Special Personal Characteristics</b></p> <ul style="list-style-type: none"> <li>• The ability to perform complex system maintenance and set-up procedures on file servers.</li> <li>• Retrieve and archive digital files; analyze software/hardware problems and assist technical staff to resolve; apply procedures as directed to maintain file integrity and version control.</li> <li>• The ability to perform the most complex work utilizing plate imaging software and a variety of equipment to image complex page impositions for final proofing/plate output to meet OSP standards and client specifications.</li> <li>• The ability to research new and updated software and hardware relative to current industry trends.</li> <li>• Prepare reports, write feasibility study reports and make recommendations for purchase and acquisition.</li> <li>• Ability to work weekends, holidays and overtime.</li> </ul> <p><b>Interpersonal Skills</b></p> <ul style="list-style-type: none"> <li>• Communication skills, both oral and written.</li> <li>• Be able to follow written and oral directions.</li> <li>• Work independently, or as a team member.</li> <li>• Understand and follow DGS and OSP rules, policies and procedures at all times.</li> </ul> <p><b>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</b></p> <p><b>Work Expectations:</b></p> <ul style="list-style-type: none"> <li>• Daily use of a cell phone, fax, copiers and general office equipment.</li> <li>• Efficiency, conscientiousness and professionalism.</li> <li>• Be at your respective workstation ready for work at the starting time of your shift.</li> <li>• Appropriate dress according to office environment.</li> <li>• Ability to work all shifts (days, evenings or nights).</li> <li>• Maintain an organized work area including storage of equipment, supplies and personal belongings.</li> <li>• Requires working in a noisy and dusty industrial facility.</li> </ul> <p><b>Physical Abilities:</b></p> <ul style="list-style-type: none"> <li>• Frequent use of a computer and related software applications at a workstation.</li> <li>• Ability to identify and distinguish colors.</li> </ul> <p><b>Mental Abilities:</b></p> <ul style="list-style-type: none"> <li>• Requires ability to effectively handle stress and deadlines.</li> </ul> <p><b>Safety:</b></p> <p>Follow all OSP safety rules and procedures.</p> <p>Promote safe work practices and a safe working environment for all employees.</p> <ul style="list-style-type: none"> <li>• Incumbent will follow HAZMAT/Volatile Organic Compounds guidelines in order to comply with Graphic Arts Rule 450 documentation.</li> <li>• Do not attempt to operate equipment, use tools, materials or perform a new task until the associated safety hazards and methods have been explained to you.</li> <li>• Never alter or modify original tools or equipment.</li> <li>• Make sure you know how to properly use and maintain any required protective equipment and use your equipment when it is required.</li> <li>• Keep your work area organized and as clean as possible maintaining good housekeeping procedures at all times.</li> <li>• If you see a safety hazard, inform your co-workers, and notify your supervisor immediately; "close calls" or "near misses" are accidents that almost injure someone including you.</li> </ul>